

15 MAR 1974

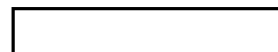
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TO : Executive Secretary, United States Intelligence Board and
Intelligence Resources Advisory Committee

SUBJECT : Letter of Instruction

1. In your role as Executive Secretary in support of the DCI as Chairman and in support of my Community responsibility to the DCI, I expect you to accomplish the following during the next twelve months:

- Maintain an appropriate staff to support the USIB and the IRAC in their roles of advising and assisting the DCI in his position as the Government's principal foreign intelligence officer;
- Work closely with the USIB and IRAC members, principals and observers in support of their roles on these two senior groups;
- Work closely with the Chairmen of the various committees and other subordinate groups to help facilitate and coordinate their support of the USIB and IRAC;
- Work closely with the NIOs on National Estimates or any other business which they may bring before USIB or IRAC.
- Record all actions of USIB and IRAC and maintain a repository of official USIB and IRAC documents for reference and retrieval;
- Work with the IC Staff and other supporting elements to formalize and systematize IRAC functions with the goal of increasing the efficiency of the new IRAC mechanism;

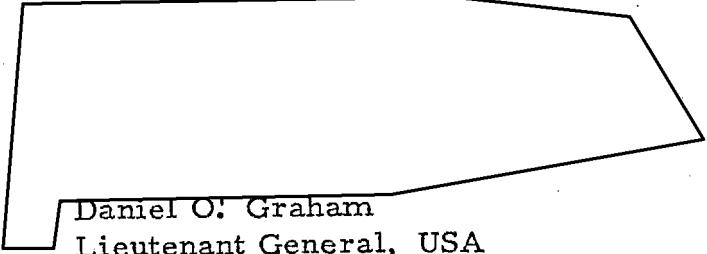


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- Review the procedures of the combined Secretariats with a view toward improving their efficiency;
- Seek to improve procedures for coordinating USIB and IRAC Committee actions among committee as well as in support of IC Staff responsibilities.

2. I expect these objectives to be accomplished with your Staff resources and in close coordination with other elements of the Office of the DCI as appropriate.



Daniel O. Graham
Lieutenant General, USA
D/DCI/IC

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